

Subject
PERS 77-2355

15 JUL 1977

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 15 July 1977 (U)

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1. (U/AIUO) Incentive Awards: The Chief, Incentive Awards Branch visited [REDACTED] to examine NPIC's "Suggestion and Achievement Awards Program Exhibit." The display, prepared at the request of their Suggestion/Achievement Awards Panel by their Visual Aids Group, is most impressive. It reflects descriptions of what was involved in the development of significant awards, including individual photos of the awardees. Also, a photo of awardees with awards of \$5,000 and higher is included in the exhibit, as well as members of the NPIC Century Club (employees having awards of \$100 and higher).

2. (U/AIUO) Educational Aid Fund: The Board of Trustees of the Educational Aid Fund will meet 22 July to review the recommendations of the Selection Committee's nominees for EAF awards.

3. (U/AIUO) Letters of Instruction: Approximately 80 employees of the Benefits and Services Division and the Retirement Affairs Division attended a special one-hour training session on LOI's. [REDACTED] of the OTR Management Training Staff planned and presented the program. Our intent is to involve employees to a larger extent in the LOI process and to improve communications between employees and supervisors. 25X1A


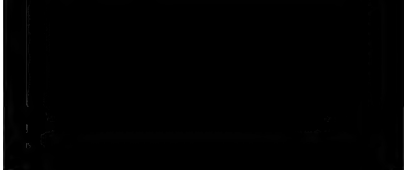
4. (U/AIUO) Voluntary Investment Plan: The VIP quarterly statements for the quarter ending in June have been received and will be distributed as soon as possible.

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5. (C) Rehired Annuitants--extensions/terminations:


A. The following rehired annuitant cases were approved for extension by the Deputy Director for Administration:

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DDA --		- Independent Contractor, Confidential Correspondent, Office of Security, one-year extension.
DDO --		- Independent Contractor, Information Services Staff, one-year extension.

B. The following rehired annuitant cases were terminated:

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DDO --		- Contract Employee, Central Cover Staff, terminated as of 29 April 1977.
		- Independent Contractor, LA Division, terminated as of 30 June 1977.

6. (U) Suggestion Boxes: A total of 16 suggestions have been received in the Suggestion Boxes since the program was initiated on 15 June 1977.

COMING EVENTS:

1. Employee Benefits Week: Plans are moving ahead for Employee Benefits Week, 15-19 August. Representatives from the Requirement Affairs Division and Benefits and Services Division will staff a benefits booth on the first floor of the Headquarters Building, near the Credit Union, from 11:30 am to 1:30 pm on each of the five days. They will be prepared to answer questions and provide various booklets on subjects such as retirement, external employment assistance, health and life insurance and the Federal Employees Compensation Act. In order

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for benefit programs to be successful, employees must know about them and understand their value. If the program proves worthwhile, it will be repeated at other times and at other locations.

2. The Skills Session scheduled for 20 July will feature "Incentive Awards."

F. W. M. Janney

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